



DEPARTMENT OF THE ARMY  
HEADQUARTERS, AREA II SUPPORT ACTIVITY  
UNIT #15333  
APO AP 96205-5333

REPLY TO  
ATTENTION OF:

IMKO-AB-PL-LO

20 August 2005

COMMAND POLICY #5-16

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reserved Parking on Area II Installations

1. PURPOSE: This policy establishes a reserved parking policy for Area II installations.
2. APPLICABILITY: This policy applies to all units, organizations and tenant activities/agencies on Area II installations.
3. REFERENCES:
  - a. Joint Army Regulation 190-5, Motor Vehicle Traffic Supervision
  - b. USFK Regulation 190-1, Motor Vehicle Traffic Supervision
4. GENERAL:
  - a. As a general rule, existing on-street parking and parking lot spaces within Area II should be used on a first-come, first-served basis. Exceptions to this rule will be reserved parking spaces limited to the following:
    - 1) Hospitals, Troop Medical Clinics (TMC), fire stations and Military Police (MP) facilities are authorized designated parking spaces for emergency essential government vehicles such as ambulances, fire trucks and MP vehicles supporting emergency services for the community.
    - 2) Handicapped parking will be provided for public access facilities and may be requested by units having documented employees or customers with special needs.
    - 3) Limited time customer parking spaces for facilities with numerous short-term customers may be provided. Examples of these facilities are distribution centers, post offices and prime customer service entry points. Reserved customer parking spaces for General Officers (GOs), Flag Officers and equivalents will be provided at the Main Commissary and the Main Post Exchange. In addition, Command Sergeants Major (CSM) and equivalents (Navy – Master Chief Petty Officer; Marine – Sergeant Major; Air Force – Chief Master Sergeant) will be authorized the same. Other parking spaces at these facilities may be determined by the Area II Commander.

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4) Government and/or privately owned vehicles of all General / Flag Officers (US & ROK), civilian equivalents (SES) and their CSMs (or service equivalent).

5) Government and/or privately owned vehicles for all service component O-6 Chief of Staffs.

6) Government and/or privately owned vehicles for CFC (C-) / USFK (J-) / EUSA (G-) / KORO / CNFK (N-) O-6 staff principles or civilian O-6 equivalents (C/J/G/N 1 through 6, Engineer, Resource Manager, PAO, SJA, and Special Assistant IR/SOFA, IG, Safety). This includes ROKA counterpart at the O-6 level, if applicable

7) Government and/or privately owned vehicles for Brigade & Battalion level Commanders (O-6 & O-5) and their CSMs (or service equivalents).

8) Government and/or privately owned vehicles for O-6 Deputy Commanders at any organization level.

9) A limited number of distinguished visitor / military vehicle parking spaces for each major headquarters building (CFC / USFK / EUSA / CNFK).

b. The total number of authorized reserved spaces listed under Para 4.a. subparagraphs 4) through 9) must be coordinated through the Law and Order Office, Area II Support Activity, and approved by the Commander, Area II Support Activity. Any position discussed above in Para 4.a. 4) through 9) filled by a lower ranking officer, enlisted member, or civilian will not be afforded a reserved parking space. The assigned parking spot principle may not sub-designate his/her parking spot if they do not utilize the privilege. The Area II DPW will not process work orders for parking signs without prior authorization and approval.

c. All other designated parking spaces are not authorized. In addition, all unauthorized reserved parking signs are subject to removal by Area II Support Activity. See **Encl 1** for examples of unauthorized reserved parking spaces.

d. Illegally parked vehicles will be subject to towing or ticketing by the Military Police.

e. All spaces must be marked with a standard installation design guide signage that will consist of a brown background with white letters affixed to either a signpost or curb. See **Encl 2**.

f. Reserved parking spaces in residential areas will remain in effect.

g. Any exceptions to this policy must be coordinated through the Law and Order Office, Area II Support Activity, and approved by the Commander, Area II Support Activity.

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5. Point of Contact for all issues and concerns is the Law and Order Office, Area II Support Activity at 738-4361/4603.

A handwritten signature in black ink, appearing to read "Ronald Stephens", with a stylized, flowing script.

RONALD C. STEPHENS  
COL, SC  
Commanding

2 Encls

1. Examples of Unauthorized  
Reserved Parking Spaces
2. Sample Authorized Reserved  
Parking Sign

Distribution:

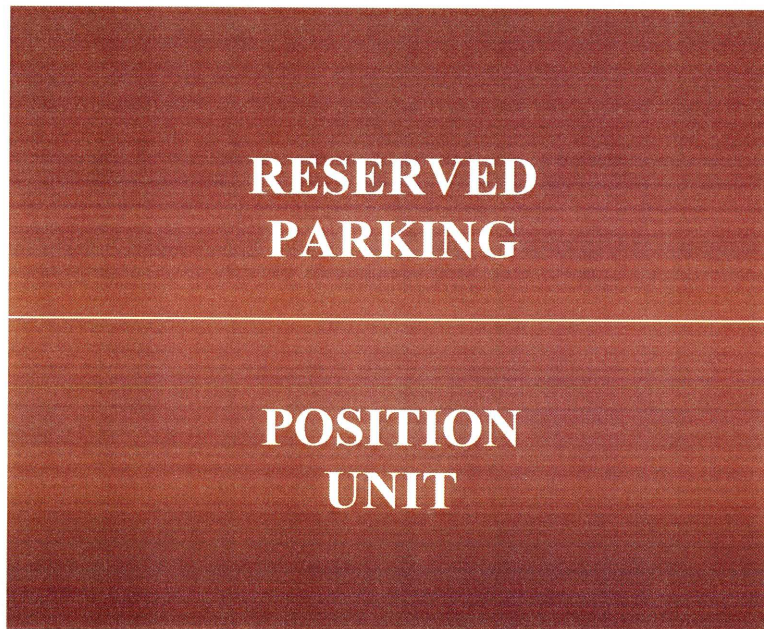
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## **Examples of Unauthorized Reserved Parking Spaces**

- E-1 thru E-9 except for those listed at para 4a(4), Area II SA Command Policy #5-16
  - O-1 thru O-6 except for those listed at para 4a(4), Area II SA Command Policy #5-16
  - Civilian personnel except for those listed at para 4a(4), Area II SA Command Policy #5-16
  - USFK/ 8<sup>th</sup> Army/ CNFK/ Group/ BDE/ BN and other organization staff positions not listed at para 4a4 of Area II SA Command Policy #5-16.
  - Group/ BDE/ BN XOs
  - Staff SGMs and other service equivalents
  - Company/ Squadron/ Detachment/ Attachment Commanders
  - Company/ Squadron/ Detachment/ Attachment 1<sup>st</sup> Sergeants and other service equivalents
  - OICs
  - NCOICs
  - NBC Room
  - Arms Room
  - Supply Room
  - Secretaries
  - Administrative vehicles
  - Unit/Organization Government (Tactical and TMP) Vehicles
  - Branch/ Section/ Department/ Clinic chiefs, heads, leaders and assistants
  - Chaplains
  - DoDDS, DECA, AAFES, KBSC and Contract personnel
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- **This list is not all inclusive.**
  - **This list applies to POVs and Government (Tactical and TMP) vehicles**



## **Sample Authorized Reserved Parking Sign**



- A memorandum and a DA Form 4283 must be submitted thru Law and Order, Area II Support Activity and approved by Commander, Area II Support Activity prior to the installation of signs.
- Only Area II Support Activity is authorized customization of signs